AGENCYREEL TUTORIAL- How to Generate Client's Report

Agency report contains the number of social accounts connected for that client, total schedules for that client and all other related details for that client.

Follow these simple steps below:

1. On the dashboard, click on the Report tab.
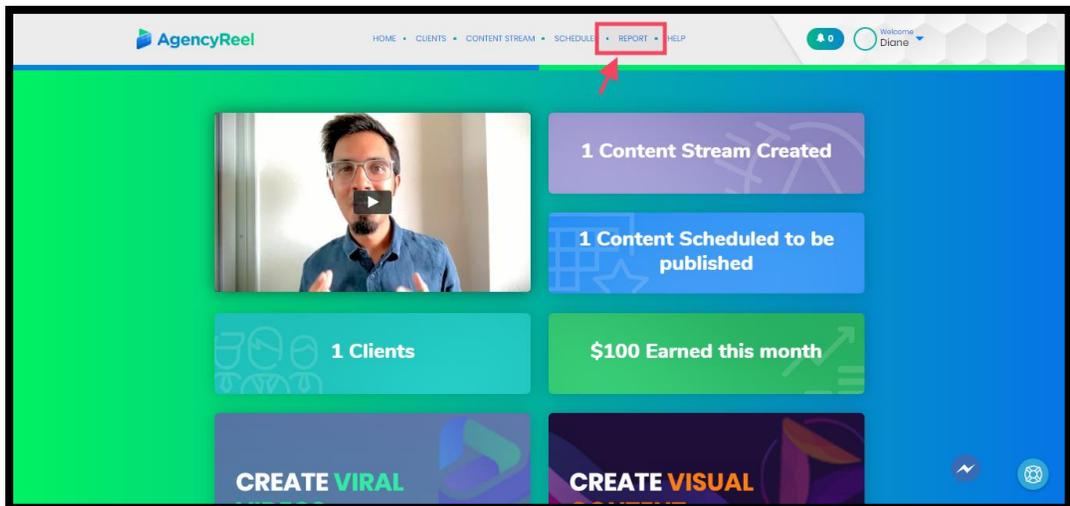
2. Enter your Agency Details then click Create.
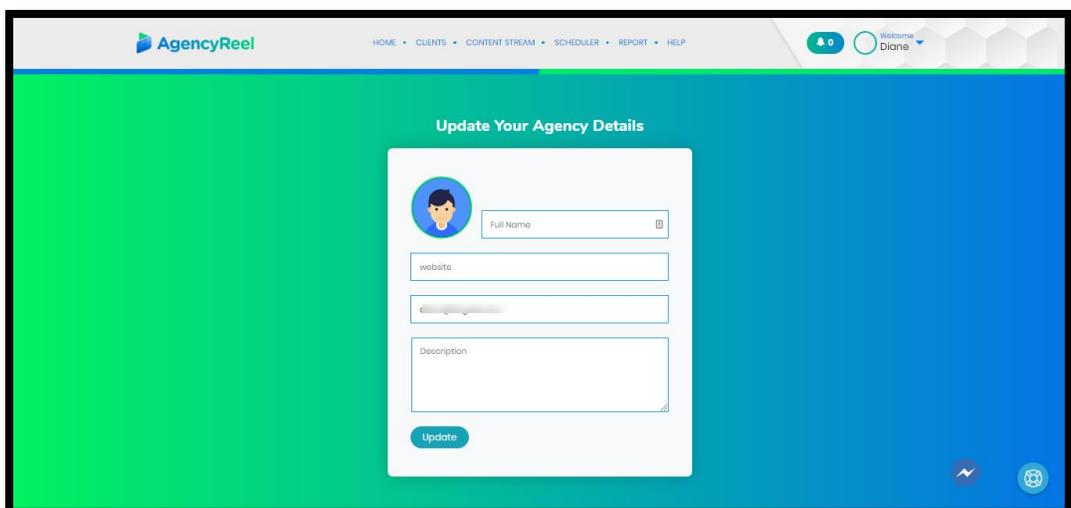
3. Once you have successfully created your agency, you will be routed to a summary page. On the summary page, click on Create Report.
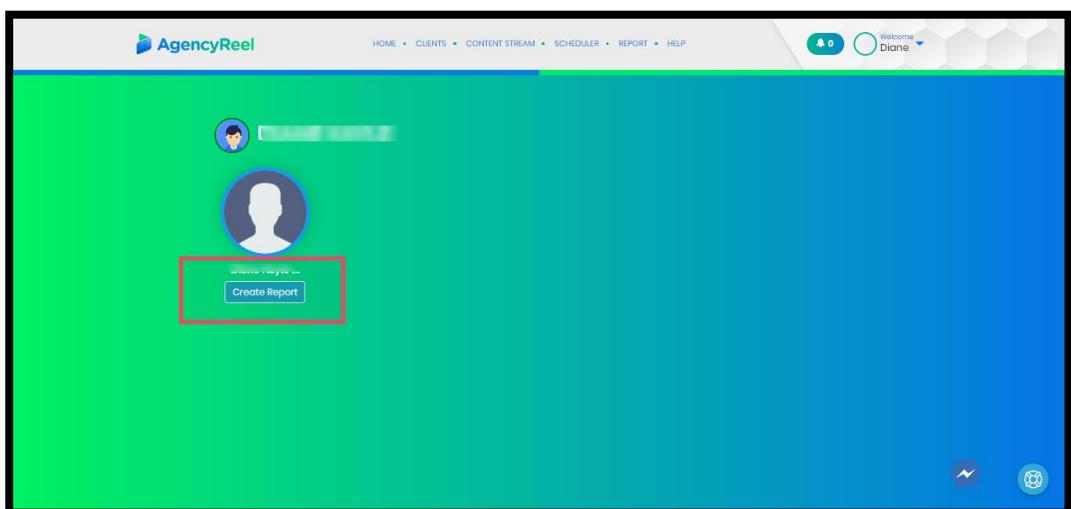
4. Select the year and month you'd like to generate the report from then click Generate Report.

5. You will then be routed to the reports page. There you can see information such as the social networks managed, the steam summary and its details.

CONTENT STREAM TITLE	SELECTED NETWORK	CONTENT POSTED	SCHEDULE DATE TIME	TIME ZONE	SCHEDULER TYPE	POSTED URL